

~~SECRET~~

5 September 1968

MEMORANDUM FOR: Elizabeth Sudmeier
VIA : NE/RMO
SUBJECT : Records Officer Appointment

1. In accordance with a request received from your component, you are hereby appointed a Records Officer in the Clandestine Services. Your functions are described, in summary, in [REDACTED] You have also participated in a training course in which these functions were reviewed in some detail.

(b)(3)

2. The essence of your appointment is that you now occupy a position of trust in which you are expected to draw on your knowledge and experience to exercise responsible and sound judgment in building and maintaining a professionally useful records system in the Clandestine Services. You are, at the same time, expected to train and guide others within your component in these respects.

3. A copy of this memorandum will be placed in your official personnel folder.

(b)(3)

(b)(6)

[REDACTED]
DDP Records Management Officer

cc: Personnel File of Addressee ✓

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GROUP I
Excluded from automatic
downgrading and
declassification